



# Membership Chair's Guidebook



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## **Support from Society Headquarters**

A regional Chapter Resource Consultant is ready to assist your chapter with ongoing development, resources, and needs. For more information, contact your consultant at Headquarters by calling 800-284-3167, or access Chapter Services Online at [www.kdp.org](http://www.kdp.org).



## **Section 1: Responsibilities**

### ***Responsibilities of the Membership Chair***

Kappa Delta Pi Society Bylaws describe the following responsibilities of the Membership Chair:

- Chair the Membership Committee;
- Facilitate recruitment of new members, including the organization and execution of the Orientation Meeting;
- Oversee the organization of each initiation ceremony, including the collection and submission of all forms to Headquarters; and
- Develop retention efforts, including membership education.

The Membership Chair also should:

- Assist the Secretary or other coordinators in facilitating member communications;
- Engage Alumni members in the chapter and communications; and
- Request periodic feedback from members to evaluate needs and effectiveness of current or future programs and goals of the Executive Committee.

### ***Responsibilities of the Standing Committees***

The President, Membership Chair, and Vice President coordinate the following Standing Committees, respectively:

#### **Executive Committee**

The Executive Committee is composed of the elected officers—Counselor, President, Vice President, Membership Chair, Treasurer, Secretary, Historian, and Foundation Representative.

- Set goals for the chapter;
- Prepare calendar for the year;
- Vote on major issues of the chapter, including bylaws, budget, and local scholarship amount(s); and
- Oversee all chapter operations.

#### **Membership Committee**

- Generate list of potential members;
- Prepare and implement orientation program;
- Coordinate initiation ceremony;
- Work with Secretary and Treasurer to complete initiate list information; and
- Conduct Member Interest Survey that is included in Appendix IV of this guidebook or at [www.kdp.org](http://www.kdp.org) in the Chapter Services section.

## **Program Committee**

- Compile data from the Member Interest Survey conducted by the Membership Committee to plan annual calendar of programs;
- Coordinate fund-raisers, job-search preparation programs, service projects, speakers, and other creative ideas to provide new opportunities and experiences for chapter membership;
- Coordinate programs to recognize member accomplishments; and
- Monitor progress; follow up with subcommittee chairs periodically.

## ***Overview of Officer Responsibilities***

The following officers are members of the chapter's Executive Committee. This suggested list of officer responsibilities may need to be adapted to fit the chapter's structure.

### **President**

- Preside over all general membership and Executive Committee meetings;
- Organize officer elections and officer transition;
- Complete Annual Report after Treasurer has completed the financial section;
- Appoint committee members when necessary;
- Monitor performance of committees;
- Guide the Executive Committee in setting chapter goals and preparing the chapter calendar;
- Recognize membership accomplishments;
- Be familiar with governing principles of Kappa Delta Pi;
- Participate in chapter programs and activities; and
- Submit reports as required.

### **Vice President**

- Preside in absence of the President;
- Chair the Program Committee and conduct programs designed to maximize member retention; and
- Conduct all public relations for the chapter. Ideally, public relations should be conducted by an entire committee, with the Vice President serving as chair.

### **Membership Chair**

- Preside over meetings of the Membership Committee;
- Manage selection of members;
- Host recruitment efforts; and
- Create and implement ongoing methods for retaining membership.

### **Treasurer**

- Receive and record all new initiate documents;
- Keep accurate records of chapter funds;
- Complete the financial section of the Annual Report;
- Access university funding;

- Coordinate the budget preparation process; and
- Assist Vice President, Program Committee, and Foundation Representative with development of fund-raisers.

### **Secretary**

- Maintain minutes and attendance records at meetings;
- Formulate agenda, in conjunction with the President, to be used at meetings;
- Submit New Initiate Information Forms and fees within two weeks after the initiation;
- Conduct all chapter correspondence; and
- Maintain accurate records of active, inactive, and chapter membership.

### **Historian**

- Preserve all chapter documents and historical records;
- Develop a photographic history of the chapter;
- Call Headquarters at least four weeks prior to chapter's initiation for historical information (if not already obtained); and
- Document chapter activities and forward to Society Headquarters.

### **Foundation Representative**

- Develop fund-raising programs to motivate individuals to donate to Kappa Delta Pi's Educational Foundation;
- Promote Foundation scholarships; and
- Become the liaison between the chapter and the Kappa Delta Pi Educational Foundation.

### **Counselor**

- Install the officers of the local chapter;
- Serve as a member of the chapter's Executive Committee;
- Mentor chapter officers;
- Serve on the Membership Committee;
- Assist in planning chapter activities; and
- Act as a liaison between the chapter, college faculty, and administration to keep others informed of activities and events.

### ***Additional Committees and Chairs***

Once the three standing committees are established, additional committees and subcommittees may be formed depending upon the chapter's goals and activities. If the local chapter has several recruitment drives and initiations scheduled throughout the year, involving members in various subcommittees supports retention.

The Membership Chair also may coordinate the following subcommittees to organize various tasks and communications for membership:

- Recruitment Drive (see *Membership Recruitment Guidebook* for more information)

- Initiate/Member Communications (i.e., phone tree or phone-a-thon)
- Initiation (i.e., setup, tear down)
- Post-initiation follow-up
- Renewals/Alumni Communications

The Initiation or Membership Committee will work with the Treasurer to collect initiate fees. The Treasurer is responsible for collecting, recording, and depositing the initiate fees appropriately, whereas the Membership Chair communicates which funds are needed for membership (including renewals) and how they may be delivered. The Treasurer also must submit one check for all new initiate dues and fees to Society Headquarters with the New Initiate Information Forms and cover sheet.

## **Section 2: Membership Recruitment**

Membership in Kappa Delta Pi creates an opportunity for recognition of academic excellence in education and for participation in the Society's objectives, including the following:

- Local and national professional development;
- Career networking; and
- Service efforts.

To fulfill Kappa Delta Pi's objectives and perpetuate the achievements of your chapter, it is crucial for your chapter to recruit new members continually. New members enable the chapter to sustain itself as a dynamic organization impacting education on your campus and in your community. New members also contribute feedback for valuable member benefits; a current list of these benefits is located in Appendix I and in the Chapter Services section at [www.kdp.org](http://www.kdp.org).

The Membership Committee may determine in one of three ways who is eligible for membership:

- Retrieve a list of students from the Registrar's office based on eligibility criteria;
- Present a list of candidates, individuals invited to or requesting membership, to the Executive Committee for consideration; or
- Present a list of candidates, individuals invited to or requesting membership, to the entire chapter for consideration.

A favorable vote by a majority of the members in attendance is required for election. See the *Membership Recruitment Guidebook* for strategies and tools. Following are the criteria for various levels of membership in Kappa Delta Pi.

### ***Chapter Membership Qualifications***

Members will remain active in the chapter and the Society as long as Society and local chapter dues are paid. After the first year of membership, members may remain active in KDP by paying Society dues and are not required to pay local

chapter dues. To keep members active at the chapter level, the chapter should offer programs that interest them so they continue their participation, even after graduation.

The Society's minimum requirements and qualifications for membership through the local chapter, as noted in Society Bylaws Articles VI, section 1, are outlined here. Please reference the chapter's local bylaws, as approved by the Society, for any standards that have been increased from the minimum requirements noted in the Society Bylaws.

### **Membership Eligibility**

To qualify and remain a member, a member must:

- demonstrate worthy educational ideals;
- express interest in continuing in the field of education;
- show desirable professional qualities;
- show evidence of leadership attributes;
- pay annual Society membership dues; and
- meet the appropriate requirements noted below.

### **Requirements for Undergraduate Students**

- At least a final-term sophomore with 50 semester hours or 75 quarter hours;
- At least 12 semester hours of education courses programmed, in progress, or completed; and
- Grade-point average of at least 3.0 on a 4.0 scale, or ranking in upper one-fifth of the school of education.

### **Requirements for Graduate Students**

- Graduate admission status;
- Completion of six or more semester hours of credit toward degree pursuing;
- Cumulative grade-point average on all graduate work of at least 3.25 out of 4.0; and
- At least 12 semester hours of professional education courses programmed, in progress, or completed.

### **Requirements for Faculty and Staff**

- Faculty status at institution; and
- Number of faculty and staff initiated at any initiation shall not exceed the number of other initiates.

### **Requirements for Non-Enrolled and Non-Faculty Persons**

This includes area teachers, specialists, administrators, and consultants in education.

- Meet qualifications for graduate students listed above, or hold a Master's or other advance degree;
- Have a distinguished performance record consistent with the ideals of Kappa Delta Pi; and

- Have the approval of the Membership Committee and Executive Committee if needed.

### **Requirements for Honorary Membership**

- Record of distinguished service in the cause of education;
- Honorary membership is not open to anyone eligible for membership in another category or who holds a degree in education;
- No chapter may elect more than two honorary members during any year; and
- In the first year, the chapter pays \$50 membership dues to the Society on behalf of the member, and the member is billed for regular dues in subsequent years.

### **Membership for Students Attending Satellite Campuses**

Policy for chapters with satellite campuses:

*The undergraduate and graduate enrollment totals reported on the chapter's Annual Report will not include those students attending a satellite campus that is more than 60 miles from the main campus. The Society's 10 percent program\* for membership will be based on the enrollment of the main campus only. Students attending satellite campuses will have the option of becoming members through the chapter at the main campus or becoming members-at-large through the International Headquarters. Counselors will have the option of initiating students at affiliated campuses.*

*\* This program establishes that if a chapter initiates over 10 percent of the school of education, the chapter will be recognized for this accomplishment by the Society and receive current incentives.*

### **Requirements for Members-at-Large**

- Meet qualifications for graduate students listed above, or hold a Master's or other advance degree;
- Have a distinguished performance record consistent with the ideals of Kappa Delta Pi; and
- Have the approval of the Executive Council to be accepted as a member-at-large.

### **Membership Recruitment Process**

Recruiting new members is easy!

1. Retrieve a list of individuals eligible for membership by contacting the Registrar's Office (see Appendix II or visit Chapter Services at [www.kdp.org](http://www.kdp.org) for a sample request letter).
2. Prepare and send invitation letters and recruitment materials to eligible individuals; include an RSVP for the initiation and orientation meetings, if applicable. Formal invitations may be ordered by contacting your Chapter Resource Consultant.
3. Conduct an orientation meeting to educate potential members about the organization.

#### 4. Complete the initiation of the new members.

Kappa Delta Pi strives to build a professional development experience for top educators throughout their careers; therefore, chapters should plan carefully to create member awareness of Society programs and commitment to the Society. An effective membership recruitment process develops a sense of pride and responsibility to the chapter and Society.

Consider using the Recruitment-Planning Worksheet in Appendix VI to develop a strategic plan for your chapter to recruit, educate, and instill a sense of commitment in new members. Also, consider utilizing ideas listed on the “103 Ways to Recruit and Retain Members” fact sheet available in the Chapter Services section at [www.kdp.org](http://www.kdp.org). With such planning, not only can your chapter increase its membership base, but it also can develop a pool of resources to accomplish the chapter’s future programming goals.

### ***Orientation: Educating New and Potential Members***

Every chapter should aim to initiate members who plan to participate actively in the chapter’s activities and assume leadership positions. How you educate potential members about Kappa Delta Pi can have a direct effect on the level of commitment demonstrated by your new members.

The orientation meeting is your chapter’s opportunity to share all the great things that Kappa Delta Pi and the chapter do to impact education outside of the college classroom. This is your chance to show other education students how they can put their learning into action through Kappa Delta Pi.

The Orientation Meeting should:

- emphasize that membership in a Kappa Delta Pi chapter is also membership in an International Society active throughout the United States and in over 40 countries;
- instill the desire to be a committed and engaged member—that Kappa Delta Pi is more than a line on the résumé;
- promote the activities of the chapter;
- emphasize how your chapter is impacting education in a positive way; and
- communicate the expectations of participation in chapter activities.

Refer to Appendix V for a Sample Orientation Meeting Agenda. A list of Member Benefits is located in Appendix I and online in the Chapter Services section at [www.kdp.org](http://www.kdp.org). Also, access the *Orientation Guidebook* and the Orientation PowerPoint in the Chapter Services section at [www.kdp.org](http://www.kdp.org).

## **Section 3: Initiations**

### ***The Kappa Delta Pi Tradition***

All individuals selected for membership into a chapter of Kappa Delta Pi

formalize their commitment by taking an oath in support of the ideals of the Society during the initiation ceremony. The initiation ceremony is a solemn event to recognize the honor and excellence that distinguish individuals as members of Kappa Delta Pi.

### ***Initiation Guidebook***

The *Initiation Guidebook* includes a planning checklist to assist your chapter in hosting a well-orchestrated initiation ceremony. Locate this resource within the Chapter Resource Notebook in the Chapter Services section at [www.kdp.org](http://www.kdp.org).

### ***Ceremonies and Rituals Booklet***

The *Ceremonies and Rituals Booklet* contains the ceremony dialogue that the Society requires to be read during the chapter initiation. The scripted dialogue, read by chapter officers, enables members of Kappa Delta Pi to experience the ritual ceremony universally and to express commitment to the ideals. The *Ceremonies and Rituals Booklet* includes sections the chapter can tailor with historical information specific to the chapter. The chapter may purchase a copy or retrieve specific historical background through its Chapter Resource Consultant at KDP Headquarters.

Chapters seek to invite 20 percent or more of students enrolled in the school/college of education, as well as area teachers, administrators, and faculty members. Initiating 10 percent of the school/college of education would be a practical goal.

Within two weeks after the initiation and after the chapter verifies that all initiates participated in the ceremony, the chapter must send its Chapter Resource Consultant at Society Headquarters the following:

- The chapter's cover sheet to the New Initiate Information Forms (available from your Chapter Resource Consultant);
- The Headquarters' copy of the New Initiate Information Forms; and
- One check for the Society fee (currently \$35 per member) multiplied by the number of initiates.

*More information regarding materials, setup, speakers, and other ceremony enhancements is provided in the Initiation Guidebook.*

## **Section 4: Membership Retention**

Whether involving KDP alumni as speakers, contacting members on your campus for feedback, or developing a member newsletter, it is important to remember that relationships are the foundation of Kappa Delta Pi. In light of this, the Society encourages your chapter to develop strategies to maintain these relationships. Doing so enhances the impact of your chapter and the Society while creating methods of supporting your members throughout their careers. The following discussion considers the development of a retention program; a checklist for this process is provided in Appendix VII.

“Committed” chapter members are members who will help your chapter meet its goals of impacting education on your campus and in your community. They will actively participate in the activities of the chapter. They are members who have a strong interest in expanding their skills and professional knowledge by attending guest speakers’ presentations, participating in the Reading Is Fun Week project, helping with chapter fund-raising, and attending chapter meetings.

For most people, commitment to an organization does not result from an invitation to join. It must be developed and cultivated by positive experiences and opportunities offered by the chapter. These benefits and rewards will help members further develop a sense of awareness of the Society’s purpose and provide incentive and motivation to belong.

Members who have participated actively in their chapters seek leadership positions or contribute to committee work. Members who are engaged in their Kappa Delta Pi chapter see the value of their membership and continue to renew and participate each year.

Retention programs vary greatly from one campus to another. Many chapters use a point system to allow for flexibility while maintaining a minimum expectation of participation. Tailor your program to meet your chapter’s needs.

A good retention program should accomplish the following:

- Communicate to members that Kappa Delta Pi membership is a recognition that extends beyond honor only and, with active participation, can enhance one’s career in education. It can be much more than a line on a résumé.
- Cultivate in members a desire to contribute to the field of education and the betterment of society. Becoming/being a teacher is much more than lesson plans or discipline policies. It is a way of living and a way of thinking.
- Recognize the efforts and accomplishments of members who strive to uphold the Society’s Ideals—Fidelity to Humanity, Science, Service, and Toil.
- Create a network of future educators on your campus.

- Educate members about the Society on an international level. Kappa Delta Pi membership is more than membership in the local chapter.
- Provide enough ongoing events and opportunities to keep members excited and interested in chapter activities but not so many that members become discouraged from joining or participating. It is important to meet individual needs, but not overextend members. Meetings should be an effective combination of quality professional development, community service, and fun.

Appendix VII of this guidebook provides a checklist for establishing a retention program appropriate for your chapter. As the chapter sets goals to recruit and retain members, using this resource along with your Chapter Resource Consultant at Society Headquarters can encourage active membership and community in your chapter.



## Appendix I: KDP Member Benefits Sheet

# K A P P A D E L T A P I

## *Member Benefits*

### *Keeping you at the head of the class . . .*

- Three quarterly journals and the opportunity to have your work published.
  - *New Teacher Advocate*—FREE for the first year of membership
  - *Kappa Delta Pi Record* – FREE!
  - *The Educational Forum*
- Award-winning regional and national conferences:
  - *I Teach* Regional Conference
  - Leadership Forum
  - Cluster Meeting
  - International Convocation
- \$100,000 in scholarship and grant awards
- Commercial discounts:
  - 20% off Choice Hotels
  - 15% off *ClassroomDirect.com* teacher supplies
  - 10% off *1-800-flowers.com*
  - 5% off National Car Rental
  - Discounts on 14 types of insurance
- [www.kdp.org](http://www.kdp.org) – “members only” Web site links you to valuable resources:
  - Teacher Hotline – a team of National State Teachers of the Year answers your questions.
  - Tips from Theresa – monthly time-saving tips from an awarding-winning teacher
  - Brain Bits – monthly information on integrating brain-compatible learning strategies
  - Links to lesson plans by specialty area
  - Directory of each state’s teacher licensure departments
  - A sample news release so you can share the news of your new membership
- *Novice Notes* – semester series of 4 handouts for new members covering topics such as interviewing, portfolios, and student motivation
- Discounts on publications supporting educators
  - *The ABC’s of Job-Hunting for Teachers* – NEW!
  - *Ready, Set, Teach!* – NEW!
  - *Star Teachers of Children in Poverty*
  - *Life Cycle of the Career Teacher*
- Employment Resources and Partnerships at [www.kdp.org/resources.asp](http://www.kdp.org/resources.asp):
  - American Association for Employment in Education
  - Teachers-Teachers.com

## Appendix II: Sample Letter to Registrar's Office

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DATE

NAME

ADDRESS

Dear FORMAL NAME OF REGISTRAR:

Kappa Delta Pi, International Honor Society in Education, is preparing for its spring semester initiation. This year, the initiation will be held on DATE CHOSEN. As an officer in the chapter, I would like to ask for your assistance in developing our invitation list. To ensure we invite all deserving individuals, the Kappa Delta Pi GREEK NAME chapter is asking you to please generate a list of students who match the following criteria:

### **Undergraduate Students**

- 3.0 cumulative grade-point average or higher;
- declared education major; and
- completed at least 50 semester hours.

### **Graduate Students**

- 3.25 cumulative grade-point average or higher;
- accepted into the graduate school and pursuing coursework in education; and
- completed at least six semester hours.

If the list of students who meet these requirements could be placed in label form and completed by DATE, it would greatly help the chapter. We appreciate your help in our pursuit to recognize students who excel scholastically in the field of education. If you need more specific information about our needs, please let me know at TELEPHONE NUMBER OR E-MAIL ADDRESS.

Sincerely,

Name

TITLE (President or Membership Chair)

CHAPTER NAME

Kappa Delta Pi

## Appendix III: Sample Letter to Potential Members

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DATE

NAME

ADDRESS

Dear HONOR STUDENT:

Congratulations. You have been nominated to membership in Kappa Delta Pi, one of the largest and most prestigious educational honor societies in the world, due to your outstanding scholastic achievements in the field of education. With more than 500 active chapters, Kappa Delta Pi is dedicated to the ideals of Fidelity to Humanity, Service, Science, and Toil.

You are invited to consider membership in the GREEK CHAPTER NAME Chapter of Kappa Delta Pi, located at INSTITUTION. It is our goal to recognize scholarship and enhance the professional development of our members. (*Consider enclosing a membership brochure with this invitation.*)

GREEK CHAPTER NAME Chapter has been at INSTITUTION since DATE INSTALLED. Our chapter has DESCRIBE THE PROGRAMMING COMPLETED BY THE CHAPTER AND AWARDS BESTOWED UPON MEMBERS. Additional information can be obtained during an orientation meeting on DATE, LOCATION, AND TIME. You are strongly encouraged to attend this meeting so you can learn more about this honor and membership in Kappa Delta Pi. The mandatory initiation ceremony for new members will be held on DATE AND TIME at PLACE. The Kappa Delta Pi membership committee of the GREEK CHAPTER NAME Chapter hopes you will take advantage of this unique opportunity to add to your educational credentials by becoming active in a Society of scholars honored for its contributions to education. We look forward to having you as a member of Kappa Delta Pi and getting to know you better at our orientation meeting. Once again, congratulations!

Please contact NAME OF MEMBERSHIP CHAIR on or before DATE to declare your acceptance of this invitation.

Sincerely,

NAME

President

GREEK CHAPTER NAME

Kappa Delta Pi

## **APPENDIX IV: KDP Member Interest Survey**

As you think about your future in the field of education, consider the type of affiliations and activities you might need to engage in throughout your career to develop your network, skills, and opportunities. As a beginning step, complete the following survey. This Kappa Delta Pi chapter will refer to your feedback when planning chapter programs.

Name: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Campus Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Birth Date: \_\_\_\_\_

List other organizations to which you belong: \_\_\_\_\_

\_\_\_\_\_

List your hobbies and interests: \_\_\_\_\_

\_\_\_\_\_

List awards or honors you have received: \_\_\_\_\_

\_\_\_\_\_

My part-time/full-time job is: \_\_\_\_\_

I am interested in Kappa Delta Pi membership because: \_\_\_\_\_

\_\_\_\_\_

What skills and expertise do you possess that could benefit the chapter? \_\_\_\_\_

\_\_\_\_\_

What do you hope to gain from membership in an honor society that promotes your lifelong professional development? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Personal and Professional Development Needs**

Check five topics you would be most interested in learning more about through chapter meetings and activities.

- |  |   |
|--|---|
| <input type="checkbox"/> Résumé Writing            | <input type="checkbox"/> Assertiveness                    |
| <input type="checkbox"/> Stress Management         | <input type="checkbox"/> Time Management in the Classroom |
| <input type="checkbox"/> Student Teaching          | <input type="checkbox"/> Ethical Decision Making          |
| <input type="checkbox"/> Job Interviewing          | <input type="checkbox"/> Creativity in the Classroom      |
| <input type="checkbox"/> Conflict in the Classroom | <input type="checkbox"/> Personal Goal Setting            |
| <input type="checkbox"/> Planning for the Future   |   |
| <input type="checkbox"/> Marketing Your Leadership |   |
| <input type="checkbox"/> Other _____               | <input type="checkbox"/> Other _____                      |

## **Community Service Interests**

Check the type of service projects that would interest you.

- |   |   |
|---|---|
| <input type="checkbox"/> Reading Is Fun | <input type="checkbox"/> Child Health and Fitness |
| <input type="checkbox"/> Child Advocacy | <input type="checkbox"/> Homelessness             |
| <input type="checkbox"/> Mentoring      | <input type="checkbox"/> Literacy                 |
| <input type="checkbox"/> Other _____    | <input type="checkbox"/> Other _____              |

## **Social Interests**

Check the type of social activities that would interest you.

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> Sporting Events    | <input type="checkbox"/> Movies      |
| <input type="checkbox"/> Conferences        | <input type="checkbox"/> Dances      |
| <input type="checkbox"/> Plays or Musicals  | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Recreational Trips |                                      |
| <input type="checkbox"/> Field Trips        |                                      |
| <input type="checkbox"/> Concerts           |                                      |
| <input type="checkbox"/> Lectures           |                                      |

## **APPENDIX V: Sample Orientation Meeting Agenda**

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### **Items You Will Need:**

- Computer and projector
- Script
- Local chapter display
- Chapter's informational handouts and/or newsletter
- Society's recruitment brochures (see Chapter Supplies Catalog for more information)
- Tables for Society and local chapter displays
- New initiate information forms, if requesting at this meeting

### **Meeting Location and Setup**

Choose a room for the meeting that is large enough for two displays and chairs for the number of prospects invited to attend. An orientation PowerPoint located in the Chapter Services section at [www.kdp.org](http://www.kdp.org) can be downloaded, customized, and shown. Also, set up a local chapter display to market the chapter's successful events and local benefits. If your chapter doesn't have a display, one can be created very easily.

Consider including some of the following:

- Pictures from various chapter activities
- A calendar of chapter events
- The scrapbook the Historian keeps of chapter events
- Pictures of chapter members (individual or group)
- Quotes from members on how Kappa Delta Pi has made an impact on them

On the table or each chair, place the following:

- New initiate information forms
- Society's recruitment brochures (see Chapter Supplies Catalog for more information)
- Any other handouts the chapter would like attendees to have

### **Basic Meeting Agenda\***

1. Welcome and introductions
2. Kappa Delta Pi, International Honor Society in Education
  - a. Brief Society history, mission, activities, and accomplishments
  - b. Membership benefits
3. Kappa Delta Pi, the local chapter
  - a. Brief history
  - b. Introduction of officers and members
  - c. Chapter events
4. Membership expectations
  - a. Society's requirements for membership
  - b. Attendance and participation expectations
  - c. Membership dues
5. Question and answer time
6. Conclusion (completion of new initiate information form)

\* An Orientation PowerPoint is available in the Chapter Services section at [www.kdp.org](http://www.kdp.org).

## APPENDIX VI: Recruitment-Planning Worksheet

Use this worksheet to map out your recruitment plan.

### Questions to consider:

- How many initiations will your chapter hold this year?
- When will the initiation(s) be held?
- What resources (money and people) are available for recruitment?
- What were the successes and obstacles of past recruiting efforts?

<b>Recruitment Plan Strategies</b>	<b>Action Steps</b>	<b>Delegate</b>	<b>Deadline</b>	<b>Estimated Cost</b>
Step 1: Develop a Recruitment Plan	<i>Identify methods effective for your chapter.</i>	<i>Specify people to complete the steps.</i>	<i>Set a deadline for each step.</i>	<i>Estimate expenses for each step. Adjust your plans as needed to fit your chapter's budget.</i>
Step 2: Market Kappa Delta Pi				
Step 3: Identify Potential Members				
Step 4: Invite Qualifying Persons to Membership				
Step 5: Orient the Candidates to Kappa Delta Pi				
Step 6: Initiate New Members into Kappa Delta Pi				
Step 7: Develop a Membership Participation/Incentive Program				

## **APPENDIX VII: Member-Retention Program Checklist**

Use this checklist to develop a Member-Retention Program.

### **❑ Evaluate the chapter's marketing plan**

How does your chapter command its presence on campus? Do the education faculty members and students even know what Kappa Delta Pi is? How do you educate members about the Kappa Delta Pi Society and your local chapter? How are the events advertised and publicized? Who has chosen not to join or not to participate and why?

Some ideas for marketing your chapter might include:

- Set up a booth at the student activities fair.
- Post times of chapter events in the campus calendar or newspaper.
- Sponsor a one-day workshop for all education students.
- Announce chapter functions in education classes.
- Notify local school administrators of chapter activities.
- Distribute Society brochures.
- Maintain a chapter bulletin board in the education building.
- Conduct a member interest survey or a member satisfaction survey.
- Publish a newsletter.
- Take a chapter photo for the university yearbook.
- Invite local teachers and administrators to join your chapter.

*More ideas are listed on the 103 Ways to Recruit & Retain Members fact sheet available in the Chapter Services section at [www.kdp.org](http://www.kdp.org).*

### **❑ Develop sets of clear, realistic, flexible, and measurable expectations for members and officers**

Membership participation expectations will vary from chapter to chapter. When creating policies, separate policies may be needed for general members, committee chairs, and officers. Expectations need to be realistic and flexible because most members are very busy and have various commitments. Consistency and fairness will result when the policies are written in a clear and quantitative manner.

### **❑ Provide opportunities for involvement that give members a sense of ownership, community, and pride in KDP**

Create officer positions in addition to those required to Society Bylaws, and create committees from the general membership for each chapter event. The goal is to involve each and every member in some way.

Hold regularly scheduled meetings to:

- Discuss chapter events in progress;

- Brainstorm new ideas;
  - Inform members of Society events;
  - Conduct social activities such as holiday dinners or chapter retreats;
  - Recognize the accomplishments of members; and
  - Build a network of contacts and friendships among members.
- **Personally invite inactive members to become active again**  
In today's busy world, it is not uncommon to find people shuffling commitments and priorities to get everything done. Simple initiatives such as "We Missed You" postcards or personal phone calls to inactive members can motivate them to reactivate.
- **Award and recognize members using positive reinforcement**  
Your chapter can develop creative ways to recognize members. Certificates, pins, and plaques are popular tools used to commend efforts. Letters of commendation from the university president, dean, or department chair as well as scholarships and awards should peak the interest of members.

Recognize active participation by offering door prizes or raffles at meetings. Prizes could include:

- KDP Store merchandise
- Teacher supply store items
- Books for professional, classroom library
- Dinner with the counselor, dean, or prestigious guest
- Tickets to campus events

Assign point values to be earned and accumulated from meetings attended or time served on a particular project. Members could earn points toward:

- Service awards
- Free honor cords
- Reference letters for member portfolios
- Paid attendance to workshops and conferences

Recognize member accomplishments via the media. Samples for a press release and a photo release are available on Chapter Services at [www.kdp.org](http://www.kdp.org). Submit press releases to the university newspaper, radio station, local newspaper, local television station, and members' home newspapers. Information also can be publicized at the initiation ceremony, the university honors awards banquet, or the chapter or university's Web site.

- **Update chapter bylaws to include participation policies**  
Every biennium (two years) the Society votes upon changes to chapter bylaws. The Society makes available in the Chapter Services section at [www.kdp.org](http://www.kdp.org) a template of the approved bylaws, which are accepted by all chapters.

Any chapter policies that are added or updated must be voted upon by the chapter membership. This vote may take place at a chapter meeting or through a ballot that is mailed to all members. The motion must pass by a majority vote.

When the chapter votes to update or change the chapter bylaws, an updated copy must be sent to your Chapter Resource Consultant at Society Headquarters for review and approval.

□ **Effectively communicate expectations and membership benefits to all members**

Determine how to convey membership information most effectively. The best approach is to have your policies and benefits in written form for all members. A welcome packet containing the following tools would be one way to greet new members:

- A list or a brochure of chapter-membership benefits (tangible and intangible);
- A calendar of events for the academic year;
- Officer and committee descriptions;
- Officer contact information; and
- Attendance and participation policies, if applicable.

The packet can be distributed and discussed at the orientation meeting, initiation ceremony or other chapter events. Additional communication tools include a chapter Web site or chapter newsletter. Visit the Chapter Services section at [www.kdp.org](http://www.kdp.org) for examples and information on creating a chapter Web site and newsletter.

For assistance in creating a member retention program specific to your chapter, contact your Chapter Resource Consultant at 800-284-3167.